

City of Seattle

Department of Neighborhoods

Notice of REQUEST FOR PROPOSALS

The City of Seattle Department of Neighborhoods is **soliciting proposals from neighborhood and/or community-based groups or organizations that have a strong interest in improving Race Relations or addressing Social Justice issues in the City.** Through the Neighborhood Matching Fund Program, the Department will operate a one-year pilot program designed to solicit and support at least ten projects – with a race relations or social justice focus - that are identified, planned, and carried out by neighborhood/community members and provides a public benefit. In addition, these projects must also achieve the goal of ‘building community’, i.e. creating stronger bonds and connections between people/neighbors.

Submittals must be received by 12:00 p.m., Thursday, July 3, 2003 at the Department of Neighborhoods, 700 Third Ave Suite 400, Seattle WA 98104 or your local Neighborhood Service Center.

Interested applicants can pick up the RFP packet at the Department of Neighborhoods, 700 Third Ave Suite 400, Seattle WA, 98104. Upon request, the RFP packet can be mailed by calling Wendy Watson at 206-684-0719. As of Friday, April 25, the RFP will be available online at www.cityofseattle.net/neighborhoods/nmf.

A technical assistance workshop for applicants is scheduled for **Tuesday, May 27, 2003, 6:00 – 7:30pm, at the Miller Community Center, 330 19th Avenue.** The workshop will provide an overview of the Race Relations and Social Justice pilot project, as well as helpful hints about preparing a competitive proposal. Program staff will also be available to answer additional questions.

Any questions regarding this RFP may be directed to:

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City of Seattle

Gregory J. Nickels, Mayor

Department of Neighborhoods

Yvonne Sanchez, Director

RACE RELATIONS/SOCIAL JUSTICE PILOT PROJECT REQUEST FOR PROPOSALS

City of Seattle Department of Neighborhoods
Neighborhood Matching Fund Program

INTRODUCTION

The City of Seattle Department of Neighborhoods is soliciting proposals from neighborhood and/or community-based groups or organizations that have a strong interest in improving Race Relations or addressing Social Justice issues in the City. Through the Neighborhood Matching Fund Program (see attached brochure for more information about the Program), the Department supports grassroots projects that are identified, planned, and carried out by neighborhood/community members and provide a public benefit. This **Request for Proposals** seeks similar projects that focus on Race Relations or Social Justice and will result in providing funding for at least ten projects during this one-year pilot project.

BACKGROUND

The Neighborhood Matching Fund, created in 1988, currently supports five kinds of projects: neighborhood physical improvements, neighborhood non-physical improvements, neighborhood planning, community organizing, and public school-neighborhood partnerships. To support the City's Race Relations and Social Justice Agenda, and in keeping with the spirit and intent of the Neighborhood Matching Fund, the Department of Neighborhoods will **solicit Requests for Proposals (RFPs)** for locally grown, self-help projects that:

- 1) improve awareness, understanding, and relations among different racial or ethnic groups and foster positive interaction between groups **or**
- 2) raise awareness and attempt to address issues of equity, fairness, and access related to education, health care, employment, job training, housing, public health, and the environment.

Like all Neighborhood Matching Fund projects, a proposed Race Relations/Social Justice project should be designed and implemented with the goal of being a community building project that results in creating stronger bonds and connections between people/neighbors so that they feel a sense of community.

PURPOSE:

Why undertake a Race Relations/Social Justice pilot? Because it will help answer the following questions: 1) What can be done at a grassroots level, by mostly volunteer-run organizations, to promote and support positive interactions between different groups of people? 2) What actions can



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grassroots groups take to level the playing field around issues like health care, education, employment, job training, housing, public health, and the environment? Answers to both questions are important because they will inform the Department about the array of projects that are of interest to groups and can be carried out by using a self-help model.

The Department of Neighborhoods asks people and grassroots organization to propose projects that benefit the community in exchange for awards of city dollars for implementation. It is our hope that the Neighborhood Matching Fund can provide an incentive for neighborhoods across the city to help move forward conversations about race and race relations from “words to actions.” The results of these initial pilot projects, supported by the Neighborhood Matching Fund, could inspire a new wave of activity in our neighborhoods toward the goal of building mutual understanding, respect, and cohesion without giving up our diversity or the beauty of our differences.

Similarly, the Department recognizes that many people throughout the City often live challenging lives. They may be voiceless, do not have equal access to basic human rights resources like food, clothing, shelter, work, health care, education, and may experience discrimination. Many of these ‘social justice’ issues are addressed by the City’s network of human service providers. However, we wonder if there are doable actions that can be undertaken by grassroots groups to address these issues too?

WHO CAN SUBMIT A PROPOSAL AND FUNDING:

1) Neighborhood-based organizations of residents or businesses, 2) local organizations that represent communities of color or communities of interest, or 3) ad-hoc group of people who come together for the purpose of undertaking a project. Preference may be given to groups/organizations that are primarily volunteer-run.

The maximum dollar amount that will be awarded to an organization or project is \$15,000. However, the organization must contribute “neighborhood/community match” to the project that is valued at ½ of the amount requested. (This is a request-match ratio of 1 to ½.) At least ten projects will be selected for award. Note: In conjunction with the King County Health Department/Tobacco Prevention Program, one of the 10 awards will be made to a Social Justice project that focuses on “raising awareness and activism on reducing health disparities.”

TIMELINE:

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| • Request for Proposal packets available for distribution | April 21, 2003 |
| • Technical assistance workshop for all prospective applicants | May 27, 2003 |
| • Deadline for receipt by City of completed proposals | July 3, 2003 |
| • Decision and notification of awards | Aug 8, 2003 |
| • Contracting for funding may begin | Sept 12, 2003 |
| • Projects underway and completed | Sept '03 – Sept '04 |

The responses to these questions (no more than three pages, double-spaced,) plus the General Information Form and the Project Budget Form make up a complete proposal submittal. The complete proposal (original and six copies) **must be received no later than 12:00 PM (noon), July 3, 2003, at the Department of Neighborhoods, 700 Third Ave Suite 400, Seattle WA 98104 or your local Neighborhood Service Center.** Late proposals will not be accepted. Please mark “Race Relations/Social Justice RFP” on the envelope.

REQUIREMENTS FOR PROPOSED PROJECTS:

All projects must:

- Have either a Race Relations or Social Justice focus.
- Be “locally owned and implemented” by members of the neighborhood/community, i.e. a group or organization versus an individual.
- Demonstrate a clear neighborhood or community benefit. The benefit(s) should be described in tangible outcomes that directly correlate to project activities.
- Include a wide variety of self-help opportunities so that broad participation and involvement by community members is possible.
- Result in ‘building a stronger sense of community’.
- Be action oriented, i.e. collective action taken to improve race relations or minimizing disparities.
- Include neighborhood/community contributions to match the awarded dollars. The match to award ratio must be at least 1 to ½.
- Be finite. Have a clear beginning and end, with specific results.
- Be replicable in other neighborhoods/communities.

SELECTION PROCESS

A panel including representatives of local government, as well as a community member will rate proposals.

CRITERIA FOR EVALUATING PROPOSALS

Overall Neighborhood/Community Approach 30% of score

- The approach taken by this project enjoys broad neighborhood/community support.
- This approach incorporates the principles of local control, self-help, and collective action.
- This approach contains a variety of strategies aimed at improving race relations, or minimizing disparities between groups of people, and will build community.

Proposed Project 30% of score

- Was decided upon with input from different neighborhoods/community constituents.
- Will result in specific outcomes that achieve the goal of improving race relations or minimizing disparities.
- Is designed to be carried out primarily by volunteers (versus paid staff or consultants).
- Can be replicated, with minor modifications, in other neighborhood/communities.
- If funding is requested for a position(s), there is a job description that clearly describes the position/role, as well as responsibilities.
- The project/strategy demonstrates “outside the box” thinking/creativity.

Budget/Project Feasibility 10 % of score

- The project is well planned, proposes a realistic timeframe for completion, and is ready for implementation (all non-Neighborhood Matching Fund resources are in place.)
- The proposed budget reliably represents the project’s expenses, as well as anticipated revenue.
- The budget figures appear reasonable.

Neighborhood/Community Match 15% of score

- The project includes resources that will be provided by the neighborhood/community as match.
- The match is realistic and appropriate to the project.

- The match is documented with pledges from donors.

Project Effectiveness

15% of score

- The organization has a mechanism in place for monitoring project progress, and can quickly take action to make necessary modifications.
- There will be clear evidence that the project, when completed, was successful. What positive differences will exist at the end of the project versus the start?

SUBMITTING A PROJECT PROPOSAL

Responses to questions 1 through 6 are required; respond to question #7 if applicable. Limit your responses to a total of three pages, double-spaced, using 12-pt. font.

1. Tell us about your neighborhood or community you represent (including demographic information); tell us about your organization (primary mission and goals; brief history, especially in the neighborhood or community; membership or who the organization represents; location/address; and geographic boundaries). It's important to highlight the relationship between your organization and the neighborhood/community.
2. Describe the proposed project. Be as specific as possible in describing the a) strategies that will be utilized and b) the role of neighborhood/community members in carrying out the strategies and project. Then tell us why this project is important to the neighborhood or community, emphasizing its value as a community building project.
3. Who was involved in the decision-making around this project? Identify the people who were "at the table" when this project idea was born and developed. (Names can be provided, but it is also O.K. to indicate participation via role, e.g. Chairperson of XYZ Community Council, neighbor/community member, neighborhood business owner, etc.)
4. What mechanism is in place (or will be) to monitor project progress, ensuring that it moves forward as planned? How will you know that the project has been successful? Describe the specific anticipated outcomes.
5. What is the timeframe for completing this project? Submit a proposed workplan that describes major activities and when they will be done. Please note: Projects should be completed within the 12 month period starting September '03 and ending September '04.
6. How much money are you requesting? What are you proposing as match? Use the attached Project Budget Form to identify project expenses and neighborhood/community match.
7. If you are proposing a physical improvement project, indicate where the improvement will be made, who is the owner of the property, and attach written approval from the owner to make the improvement.

The responses to these questions (no more than three pages, double-spaced,) plus the General Information Form and the Project Budget Form make up a complete proposal submittal. The complete proposal (original and six copies) **must be received no later than 12:00 PM (noon), July 3, 2003, at the Department of Neighborhoods, 700 Third Ave Suite 400, Seattle WA 98104 or your local Neighborhood Service Center.** Late proposals will not be accepted. Please mark "Race Relations/Social Justice RFP" on the envelope.

**RACE RELATIONS/SOCIAL JUSTICE PILOT PROJECT
REQUEST FOR PROPOSAL**

City of Seattle Department of Neighborhoods
Neighborhood Matching Fund Program

GENERAL INFORMATION

Project Name:

Applicant Group/Organization:

Project Primary Focus (check one):

_____ **Race Relations** _____ **Social Justice**

Neighborhood/Community:

Proposal Contact Person:

Mailing Address and Zip code:

Day Phone (include area code):

Home Phone (include area code):

Email Address:

Total Amount of Neighborhood Matching Fund Request: _____

Total Value of the Neighborhood/Community Match (in-kind and cash): _____

The signatory declares that s/he is the Chairperson or President of the applicant organization, assures that the organization agrees to undertake this project, and assures that any funds received as a result of the proposal will be used only for the purposes set forth herein.

Name (print) _____

Signature _____

Address/Zip _____ Day Phone _____

RACE RELATIONS/SOCIAL JUSTICE PILOT PROJECT
City of Seattle Department of Neighborhoods – Neighborhood Matching Fund (NMF) Program
PROJECT BUDGET

Instructions: List project expenses and their total cost. Then decide whether the cost will be covered w/the NMF award and/or non-NMF dollars, or will be provided as an in-kind contribution to the project.

A. Expenses (describe items)	B. Total Cost	C. NMF Award	D. In-Kind Match	E. Non-NMF Cash Match	F. Identify attachments that document Match items listed in columns D & E
Personnel					
Subtotal					
Supplies/Materials					
Subtotal					
Services					
Subtotal					
Capital or Other					
Subtotal					
Grand Total					

RACE RELATIONS/SOCIAL JUSTICE PILOT PROJECT REQUEST FOR PROPOSAL

City of Seattle Department of Neighborhoods
Neighborhood Matching Fund Program

SAMPLING OF PROJECT IDEAS

This is a list of *possible* project ideas. A group/organization is not required to select a project from this list. Instead, we encourage applicants to think creatively about what is possible or appropriate for their neighborhood or community.

- Establishment of sharing clubs e.g. bulk food buying group; tool bank, neighborhood grown veggies, fruits, flowers; carpooling; recycling of clothing and useable household items, to make everyday, basic resources more available.
- Awareness raising/public education campaign, followed by collective action.
 - Immigrants/refugees: who are they, where have they come from, why did they leave; the immigration/refugee story.
 - Workshop/training on “How to be A Neighborhood/Community Activist”.
 - Census-like project to more accurately count members of particular communities; then use information to inform government officials and the general public.
 - Initiatives that focus on breaking down stereotypes, especially those that are demeaning.
 - Using the media to get a group’s message out; so that new people can be informed and become involved.
 - Address a health disparity issue; e.g. campaign to reduce tobacco use by an ethnic group with an exceptionally high smoking rate.
- Intergenerational projects, e.g. oral histories, exchanges (lawn mowing for home made cookies; lessons on how to use email/surf the web for homework help; etc.), to build bridges between young and old.
- “Daily Life Skills” classes/training:
 - English as a Second Language classes to help non-limited English speaking people understand phone and utility services/billing, banking services, school-related activities, etc.
 - “Your Kids’ School and Interacting with Teachers 101”.
 - Re-licensing and new drivers license classes.
 - Preparing for citizenship.
- Skills training: What is a resume and how to prepare one; CPR training; providing customer service; marketing your home/small business.
- Encourage school/neighborhood community service projects around particular themes, e.g. “Making our neighborhood/community a better place”, “Kids/Teens are #1”.
- Organizing a neighborhood book/video/movie club that promotes racial understanding and respect for people who are different by sharing/viewing and discussing material.
- Projects that “help kids succeed” in school and daily life.